

# FY 2013 SCHOOL ASSOCIATION REPORTING

**Due November 15, 2013**

## Overview

### Due Date

The due date for this electronic report is November 15 for all districts and AEAs. Reporting has been separated from the Certified Annual Report (CAR) and is due later in the year in an effort to alleviate districts and AEAs from additional reporting during peak times of the year.

### Questions

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### Basis of Reporting

School Association Reporting is a requirement of Iowa Code 279.38 and 279.38A. IC 279.38 requires that each board that pays membership dues to the Iowa association of school boards shall annually report to the local community and to the department of education the amount the board pays in annual dues to the Iowa association of school boards, the amount of any fees paid and revenue or dividend payments received for services the board receives from the association or from any of the association's affiliated for-profit entities, and the products or services the school district received inclusive with membership in the association.

IC 279.38A requires the same information to be reported from each board that joins and participates in local, regional, and national organizations which directly relate to the functions of the board of directors. These organizations have been identified for reporting purposes.

LEAs/AEAs are required by law to be in compliance with Generally Accepted Accounting Principles (GAAP). This requirement applies to this report. All LEAs and AEAs shall use 60 days for the cut-off period for revenue recognition. LEAs/AEAs shall use vendor reports from their finance system on a GAAP basis, along with payment and receipt information, to complete this report.

## Instructions for Transmitting School Association Reporting

### Location

<http://www.edinfo.state.ia.us>

### EdInfo Start Up Screen

- Login ID and Password have been personally assigned to you.
- Click the **submit button** to go to the next screen.
- If you do not know the password or you can access the application menu screen on the secure website but do not have access to the **School Association Reporting**, see your superintendent/administrator. That person is the custodian of the password and assigns access to the various applications.

### Application Menu Screen

- Click on the button for **School Association Reporting** to enter into the collection section of this web site.
- Click on the Exit button to leave this screen and return to the start up screen.

### **Certification Review Screen**

- *Association* - Districts must report information for 5 different associations – Iowa Association of School Business Officials (IASBO), Iowa Association of School Boards (IASB), Iowa School Finance Information Services (ISFIS), School Administrators of Iowa (SAI), and Urban Education Network (UEN).
- *Participation* – Districts must click on the radio button, *Yes* or *No*, to record participation or non-participation. If a district clicks on *No*, nothing further needs to be done with this association. If a district clicks on *Yes*, the association name will become a hyperlink to the *Association Data Entry* screens. The questions on these screens must be completed.
- *Association Status* - The status of each association's data is listed (complete or incomplete).
- Districts must complete contact information and name and title of certifying official before certifying the data. Click on the *Update* button to record information.
- The *Certification Summary* button is available at the bottom of each School Association Data Entry screen.

### **Association Data Entry Screens**

- For each School Association, various services are listed on the *Association Data Entry* screen, (available by clicking on the hyperlink on the *Certification Review* screen). If the vendor name is known for the service, it is listed, along with possible comments.
- For each question there are 4 parts that may be answered.
  - *Participation*: Districts will need to check either *Yes* or *No*. If a district checks *No*, the *Amount Paid*, *Amount Received*, and *District Comments* boxes will become unavailable. If a district checks *Yes*, *Amount Paid* or *Amount Received* must be completed. *District Comments* may be used but is optional. If a district normally participates but has neither amount paid or amount received in the applicable fiscal year, the district should check the *No* box.
  - *Amount Paid*: Enter the amount paid to this vendor for this purpose for the fiscal year.
    - Bank Accounts – do not report withdrawals; report the fees or interest paid only.
    - Insurance - the amount reported is the entire amount of premiums paid to the agent in the applicable fiscal year.
    - Online payment processing system; report the fees only.
  - *Amount Received*: Enter the amount received from this vendor for the fiscal year.
    - Bank Accounts – do not report deposits; report the interest only.
    - Insurance – do not report claim proceeds; report the dividends only.
    - Online payment processing system - do not report the deposit amount; report the interest/dividends only.
  - *District Comments*: A text box allows the user to enter comments.
  - Click on “Update” to register the answers. Data will be lost if district proceeds to the next screen without clicking on Update first.
- For services or revenues received that are not listed, use the Blank lines on the screen to add additional information. If additional entries are not needed, click on the “No” radio button for each blank line.
- To return to the *Certification Review* screen click on the button at the bottom of the screen. Access to the various school associations is only available from the Certification Review screen.

### **Certification**

- Once a district has completed all information for the school associations in which there is participation, the district may certify.
- The Association Status must be N/A or Complete and the contact information and person certifying information must be completed prior to receiving a *Certify* button.